Federal Emergency Management Agency

Pub / Doc Working Group
Conference Call Minutes
March 13, 2006 14:00-15:31 hrs EST
Conference call # 3627

National Disaster Medical System

Attendees:

1. Leslie Beck NDMS	2. JoAnn Bishop FL-2	3. John Burgard CA-1
4. Dr. David Canton NDMS	5. Val Deutsch IMSuRT-S	6. Cathy Feltz Mental Health
7. Mark Libby NDMS	8. David Lipin CA-6	9. Dr. Mark Lloyd VMAT-1
10. Penny Miller CA-11	11. Jackie Nally MA-1	12. Mark Soucie DMORT-1
13. Jim Stumpf NDMS-1	14. Tim Walton OK-1	15. Steve White AL-3

Absent:

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.

Old Business:

1. Roll Call – Penny Miller

    a. We have fifteen members present so we have a quorum.

2. Approve minutes – Approved minutes for the February 13th and March 5th conference calls without changes.

3. Priority Items – NONE

4. Report from the MWG Conference Call - Penny Miller

    a. The Management Working Group is working on the planned Team Commander's meeting to be held Sunday prior to the NDMS conference.

    b. The Pub/Doc working group membership rotation was discussed.

        i. Everyone up for rotation wanted to stay.

        ii. Dave Lipin will be voluntarily stepping down.

        iii. One more person needed to be replaced and JoAnn Bishop lost the lottery.

        iv. Mark Libby may be stepping down for another EC to take his place.

        v. Karen Ketchkie, the Team Commander for DMAT FL-4 has been nominated to fill JoAnn's position.

        vi. The PWG still needs an NMRT representative.

5. <u>Electronic Medical Record (EMR)</u> – David Lipin
    a. This project remains "TABLED" pending the outcome of the feedback received from the field during the Marti Gras beta test.
    b. Wednesday and Thursday of next week (3/22 – 3/23) Dave Lipin from PWG will be meeting with the IT people again and there may be more information by our next conference call.

6. <u>Rostering Proposal</u> – Penny Miller
    a. The proposal is "To request that Cadre Management Program Specialists send out a roster of all the approved members to each team in the middle of the month so that any discrepancies can be addressed prior to a team going on rotation the next month".
    b. It was discussed that Cadre Management is NOT NDMS so it must be a "request".
        i. We were not sure that this should even be a formal request.
        ii. Penny will approach Mimi Reilly to see if she can give us guidance and/or make the informal request to Cadre Management.
    c. The question was raised as to how does PWG let the Teams know that they should be expecting a "corrected" roster each month (if Cadre Management agrees to send one out).

7. <u>Documents-for-Deployment SWG</u> – Jackie Nally / Jim Stumpf
    a. Their last conference call failed due to the failure of MeetingPlace.
    b. Jim Stumpf is the keeper of the master list.
    c. They have completed Time Cards, both disaster and non-disaster.
    d. They received a Travel Worksheet from Tim Walton, but they need some modifications made to the header.
    e. They are working on the Daily Summary and were seeking input.
        i. What is the purpose of the Daily Summary?
        ii. It was agreed that we couldn't please everyone nor anticipate every request for data.
        iii. There was a lot of discussion on how much information should be included in the Patient Categories and how to handle patients who present with multiple complaints.
        iv. It was mentioned that when the EMR comes online, it will allow for the recording of two (2) complaints per patient.
        v. Dr. David Canton reported that the SMPG is also working on the problem of Patient Categories and it may be some time before their project is ready for publishing.
        vi. It was also mentioned that the MST's are the ones driving the requests for data from the Teams and that the MST's needs are being reviewed at Headquarters right now.

     vii. A final list will hopefully be submitted to the PWG in the near future.

  f. The DfD SWG is also adding a Medical Screening Form to the list (not to be confused with the "Medically Fit to Deploy" form that the SMG is working on).

  g. The question was raised; "Should we (PWG) be developing forms prior to there being a formal request for such forms?"

MOTION: Publish the Documents-for-Deployment list to the other Working Groups to let them know what we are working on and to allow input to the list if it is missing forms that they need and/or want. PASSED

8. <u>NDMS Web Page update</u> – Dave Lipin / Mark Soucie

  a. The organizational chart in the draft of the main page is incorrect and needs to be replaced.

  b. John Burgard will provide everyone a copy of the correct Organizational chart.

9. <u>NDMS Conference Track for Working Groups</u> – Leslie Beck

  a. The PWG will have a room for Monday (13:00 – 17:00) for a face-to-face meeting.

  b. The formal presentation by the Pub/Docs Working Group is scheduled for Wednesday morning (10:00 – 11:30).

New Business:

1. <u>AMA Policy:</u> - Dr. David Canton

  a. A copy of the proposed Instruction for "Discharge of Patients against Medical Advise" was given to the group to review and comment on.

  b. A proposed copy of the actual form was also presented to the Group.

2. <u>Next Conference Call date and time</u> – Penny Miller

  a. Monday, March 27th @ 11:00 PST

Action Items:

1. Contact Mimi Reilly reference "requesting" Cadre Management to submit monthly rosters. –   **Penny Miller**

2. Provide feedback on the Documents-for-Deployment list - **All WG Representatives**